


# DEPARTMENT OF REGIONAL PLANNING

## Memorandum

July 8, 2009

TO:  DRP Staff

FROM: Jon Sanabria  
Acting Director of Planning

SUBJECT: **Subdivision & Zoning Ordinance Implementation No. 01-2009**  
**Property Owner's Signature for Minor Ministerial Projects**

It has been brought to my attention that the requirement for the property owner's signature, including letters of authorization and corporations' articles of incorporation, can be onerous for applicants proposing minor ministerial projects. In addition, other County agencies such as the Department of Public Works and Fire Department do not require this type of extensive ownership documentation, particularly for properties owned by corporations or organizations, rather than by individuals. Therefore, in order to enhance customer service and meet the strategic plan goal of service excellence, this procedural memorandum clarifies when a property owner's signature is not required for certain ministerial applications.

### Applicability

1. This policy applies only to Site Plan Review and Revised Exhibit A applications for minor projects, including, but not limited to, business signs, tenant improvements, remodeling, minor parking lot modifications such as restriping, solar panel installations (accessory), landscaping, fences/walls, etc.
2. This policy does not apply to applications that establish uses on vacant land, uses that require any discretionary review or public hearing, for Marina del Rey projects, or for commercial projects that increase the building footprint.

For projects that do not require the property owner's signature, the application may be signed by the applicant or agent, who will be required to certify under penalty of perjury that the information provided is correct and that the property owner is aware of and has agreed to the application submittal.

The Director retains the authority in any instance to require a property owner's original signature, including any related documentation for verification.

JS:al